

# City of Willoughby Hills

Frederic D. Wyss Jr. RBO  
Building Commissioner  
Phone: (440) 975-3550

Department of  
Building and Zoning  
35405 Chardon Road  
Willoughby Hills, OH 44094

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Building Department Clerk  
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## PROCEDURES FOR OBTAINING YOUR PERMIT

Upon approval of the Planning Commission and the Architectural Board of Review (PC/ABR) you are now eligible to obtain the building or zoning permit or any other permits related to your proposed project. This may be pursued as early as the next business day from the Building Department. General contractors may obtain the building permit covering site work and main structural components of the building project. **All other permits for Electrical, Plumbing, and Gas piping, and HVAC are the responsibility of the individual licensed trade professionals.** Homeowners performing their own work may obtain all permits provided they sign a Homeowner's Acknowledgement form. Proof of competency may be required for homeowner permits.

The Building Department will keep the plans and all pertinent paperwork in a holding file for a period of six (6) months from the date of board approval. After that time, if there has been no any activity or effort to acquire the respective permit(s) to proceed with construction, all records may be discarded. Should the project be pursued after this time frame, the applicant may be required to begin the entire process as a new submittal.

**Please be advised that PC/ABR approval is not an authorization to commence with any construction. That is obtained only after the Building Department issues the permit(s) for the project.** Any work that is started prior to the issuance of the permit is subject to penalty pursuant to City Ordinance Section 1331.

Per City Ordinance Section 1373, **all contractors and sub-contractors doing business in the City of Willoughby Hills are required to register with the city before engaging in any business involving installation, replacement, or construction.** Registration and Bond forms are available from the Building Department, or on the City Website ([www.WilloughbyHills-OH.gov](http://www.WilloughbyHills-OH.gov)).

After the proper permits are issued and as the project progresses, call the building department at 440-975-3550 to schedule any required inspections. During busy seasons, 24-hour notice is required. A list of required inspections is available from the Building Department

**Note: No inspections will be performed without proper permits and registration where required.**

If there are any questions or concerns regarding this procedure, please contact the Building Department for assistance.

Respectfully,

Frederic D. Wyss Jr. RBO  
Building Commissioner